

A N N E X    1

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**FUNCTIONS THAT WOULD BE SIGNIFICANTLY AFFECTED  
IF A 10 PERCENT REDUCTION OF STAFF PERSONNEL WAS REQUIRED**

Extension of the annual physical examination program,  
records management, extensive service to Career Boards aiding in the  
selection of individuals for membership in the Career Staff, furniture  
repair, typewriter repair, mail and courier service, bus and motor  
pool service, real estate and construction services, review of  
proprietary accounts, policing of accounts receivable, review and  
analysis of the budget, custodial service at [REDACTED] could be  
handled by contractual arrangement J, covert instruction, language and  
area training, testing and assessment services, communication services,  
investigation of pending security cases and periodic re-investigation  
of personnel.

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## ANNEX 2

Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government agency?

INTRA-CIA

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- a. Training: DIP/SP is conducting some training in connection with the [REDACTED] Some manpower saving might result if this training were incorporated with training in OTR.
- b. Personnel Recordkeeping: The Management Staff is presently studying Agency personnel procedures. Without attempting to predict the findings of this study, it appears likely that recordkeeping functions are already duplicated unnecessarily. There is potential duplication in other areas of personnel management but positive evidence has not been established to identify specifications.
- c. Supply: It is suggested that the present Agency supply system, particularly the recordkeeping and reporting, be surveyed to determine possible manpower savings.
- d. Communications: There may be some identical functions such as research, development and maintenance of stock records. The Office of Communications cannot visualize a practical combination of activities which would eliminate even a few positions.

INTER-AGENCY

- a. Furniture Repair: Elimination of this function is possible if the work is transferred to the General Services Administration [4 positions].
- b. Ordnance Repair and Rehabilitation: The Department of Defense has such facilities. If the functions were transferred it is believed urgent requirements would suffer. [3 positions]
- c. Printing Services: Some unclassified printing is now being prepared by the Government Printing Office. The GPO has facilities for doing other Agency work but because of the sensitivity and classification of most of the Agency's printing requirements it has not been considered feasible to request their assistance.
- d. Training: OTR has made a serious effort during the past several years to take advantage of all Government and university area and language courses. Experience has shown that, in the majority of cases, the most efficient, economical and secure method of providing language and area instruction for Agency employees is through internal CIA programs.

No estimate of personnel savings is offered due to the need for a survey of many of the functions shown above.

SECRET

A N N E X    3

Functions or requirements now assigned which are beyond our present capacity to perform at the scope and/or pace considered necessary: Effective and systematic audit of confidential funds, increase in medical service, continuance of the clerical training program, instruction in reading improvement, speed up processing of benefit claims, development of position and qualification standards, procurement of personnel to meet current attrition, proper maintenance of wire, microwave and ciphering systems, establishment of "quick reaction capability" for the production of equipment for clandestine services, inventories of cryptographic stocks, protective traffic analysis, performing budget responsibilities to proprietary and other special projects, inventory of ordnance equipment, reduction in backlog of cases pending security investigation and the re-investigation of employees.